

Policy & Procedures Manual Department for Technical Education

Section 11 Safety

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<http://kytech.ky.gov/pa21standards.htm>



Section 11 Safety

Accident Reports

All accidents, regardless of how minor, must be reported on the Education Cabinet Accident Report Form. When an accident occurs, the report form shall be completed within two (2) school days of the occurrence. The teacher, injured student, witnesses, and school principal shall complete the information requested on the form. Information on the front side of the form shall be typed. Information on the back of the form shall be handwritten. The names of the injured student, witnesses and teacher shall be typed below their signatures. The original and a copy of the signed report shall be sent to the Commissioner's Office, Department for Technical Education, and a copy shall be sent to the Area Supervisor for the school.

Our student insurance is with AIG Life. Their number is 212-770-2370. We purchase it on an MOA from Riesert.

The policy is full excess, it will pay anything the student's insurance (if any) doesn't cover, up to \$10,000.

(See Form, Accident Report Form - <http://kytech.ky.gov/paaccidentreport.pdf>)

Asbestos Plan

Each school must have on file in the school office an asbestos management plan. Any asbestos work done in the building must be filed in the plan. Parents/legal guardians and employees must be notified at the beginning of the school year that the facility has been inspected and a management plan developed for any asbestos containing materials found during the inspection. This may be done by letter or published in the student handbook and faculty handbook. The management plan shall be available for inspection during normal business hours.

All new maintenance and custodial employees shall be provided asbestos training within 30 days of hiring.

Bomb Threat Evacuation Procedures

In the event a bomb threat is received at the school, the following procedures must be followed:

- Keep caller on the phone as long as possible and do not hang up.

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- If a student is answering the phone, the student should get an adult to the phone if possible.
- Signal to someone near you to alert the principal's office.
- Write down everything the caller says. Attempt to find out when the bomb is going to explode, where it is right now, what it looks like, what kind it is, what will cause it to explode, did the person place the bomb, why, what is the address of the caller, what is the caller's name.
- Evacuate the building. Staff and students should move far away enough from the building to protect against debris in the event of an explosion.
- Call police (911 or local police).
- Call the Department for Technical Education to ensure that the necessary administrators are notified.
- Pass information and instructions to instructors orally or by messenger.
- Establish search teams of employees.
- If bomb is found, isolate the area. Do not handle the device, use two-way radio, attempt to dismantle device, use pagers, turn lights on or off.
- Re-enter building only after advised to do so by police. The principal will announce when staff and students may return to the building.
- Complete the necessary documentation.

Color Coding

SAFETY RED ALWAYS REPRESENTS DANGER

- Danger signs The word danger is written in plain white letters on a red background.
- Fire alarms and exit signs are coded safety red.
- The background area where fire extinguishers are hung is painted red.
- Containers for flammable or combustible materials are identified by safety red. NOTE: Identification of the materials in the container is indicated by plain yellow lettering or by a yellow band at least 1/4 the height of the container on which the name of the materials is labeled.
- All shop machines are equipped with a red panic button for emergency stopping.

SAFETY ORANGE ALWAYS REPRESENTS A WARNING

- Guards that cover a specific hazard are in place and designated by safety orange.
- Electrical boxes that contain stop/start buttons are coded orange.

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- Switch levers or toggles are outlined in safety orange.
- Safety orange accents parts of machines that might cut.
- Safety orange accents parts of machines that might crush or in some way cause injury to a worker.
- Safety orange is used to identify access or inspection doors (which may have been left open).
- Safety orange is used to focus attention on exposed hazards such as pulleys, belts, or gears.

SAFETY YELLOW IS THE SPECIFIED COLOR FOR CAUTION

- Wheels and levers on machines and controls such as handles and knobs are coded with safety yellow. (The exception to this rule is the speed control lever on some power equipment.)
- Steps and open stairways are coded with safety yellow diagonal strips in combination with black to identify non-moving hazards that may cause stumbling or falling.
- Safety yellow is used (with black) to identify parts of machines that might project into traffic lanes.
- Safety yellow is used in combination with safety black on caution signs located around the shop/classroom.

SAFETY BLUE IS USED TO REPRESENT INFORMATION

- Safety blue is used to indicate caution against using defective machines or machines under repair. Signs that say **OUT OF ORDER, DO NOT REMOVE, OR DO NOT OPERATE** are hung on machines to warn of any unsafe conditions that might exist.

SAFETY GREEN SHOULD ALWAYS BE ASSOCIATED WITH SAFETY AND MEDICAL PRACTICE

- The location of first aid equipment is indicated by a green cross on a white background or a white cross on a green background. Either is acceptable.
- Eyewash fountains are identified by safety green.

SAFETY PURPLE IS STANDARD COLOR FOR RADIATION HAZARDS.

SAFETY BLACK AND SAFETY WHITE OR A COMBINATION OF ALTERNATING BLACK AND WHITE STRIPS OR CHECKS ARE DESIGNATED FOR TRAFFIC MARKINGS IN THE SHOP. Safety yellow will be used to indicate zones in the shop with exception of safety red for lines of egress.

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SAFETY GREY IS USED ON FLOORS OF WORK AREAS WITHIN THE SHOP. IT MAY BE USED AS A COLOR FOR PAINTING NONCRITICAL BODY AREAS OF MACHINES AND EQUIPMENT AND FOR PAINTING TABLE TOPS.

VISTA GREEN

- Vista green may be used to paint tool or wood storage cabinets, even tools and equipment.

IVORY

- Ivory is used as a spotlight color to help improve visibility in the work area. It may be used as background color in a tool storage chest or outlining the vertical edges of work tables and other work surfaces.

ALUMINUM

- Aluminum is the color recommended for waste containers. Containers for non-flammable shop waste are identified by a black band at least 1/5 the height of the container. The contents of the container are identified on the band. Containers for flammable waste such as oily rags should be coded by an orange band on which the contents are identified.

PIPING SYSTEM

Always identify pipes and hoses at their point of use with decals and stencils in the following color combinations:

- Safety red with safety black lettering for gas pipes such as gasoline or acetylene.
- Safety green with safety black lettering for liquid gas pipes such as oxygen and other inert liquids.
- Safety yellow with safety red lettering for natural gas, steam and other flammable materials and high-pressure fluids.
- Safety blue with safety white lettering for compressed air or other inert gases at low pressure.
- Safety black bands for vent lines.
- Safety gray bands for service water and sprinkler pipes.

Compressed Air Regulations

OSHA 1910.242 (b) states that compressed air cannot be used for cleaning purposes (work surfaces) unless the pressure is reduced to less than 30 p.s.i. and then only when effective chip guarding and personal protective equipment is used. For worker safety, OSHA recommends that a brush be used to remove dust and debris from clothing, but if compressed air must be used for cleaning clothing, the pressure should be reduced to less than 10 p.s.i. The OSHA standards for compressed gas and compressed air equipment can be found in the Kentucky Occupational Safety and Health Standards for General Industry, Subpart M.

Crime Awareness and Campus Security

As a part of fulfilling the requirements of the Student Right-to-Know and Campus Security Act and providing a safe, secure environment for students and employees of the Kentucky TECH System, the system has adopted a policy on Crime Awareness and Campus Security, effective 1992. Students and staff shall be informed about campus security procedures and practices. For students, this information will be included in the student handbook. For staff, this information will be provided during the initial employment orientation, at the beginning of the school year, and in the staff handbook.

Kentucky TECH is committed to providing a safe and secure environment for all students and employees. A variety of approaches are utilized for crime prevention, such as: campus security officers, appropriate lighting, light sensors, vacant building checks, local police patrols, staff monitoring of facilities and grounds, video monitor and closed circuit cameras, visitor control process, burglar alarm, motion detection system, key control system, and magnetic door trips with automatic dials to police. Additionally, crime prevention efforts include the dissemination of information at student orientation, faculty in-services, and student organizations, where appropriate conduct at school-sponsored events is stressed.

Procedures

- Students, employees, and others are to report criminal actions or other emergencies occurring on campus to the school principal. The principal shall respond to each report with appropriate action and document the action taken.
- School principals should select the most appropriate security approaches for their school to maintain a safe and secure environment.
- The school principal should maintain a working relationship with both the local and state police.

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- The school principal is to make an accurate report within twenty-four (24) hours of a reported occurrence to the Commissioner, Department for Technical Education.
- Students and employees are encouraged to be responsible for individual security and the security of others. The cooperation and involvement of students and employees in a campus safety program are absolutely essential. Students and employees must assume responsibility for their own personal safety and security of personal belongings by practicing simple and common sense precautions.
- At off-campus school-sponsored events, such as student organization activities, the assigned advisor(s) shall monitor the events. All criminal occurrences shall be reported by the advisor to the school principal.

Kentucky TECH supports the intent of the Student Right-to-Know and Campus Security Act and is committed to providing a safe and secure environment. Conduct, which violates the intent, poses unacceptable risk upon other members of the Kentucky TECH community and shall result in appropriate action as defined by school policy.

Campus Security Statistics must be reported each year. This report will include criminal offenses reported to campus security, number of arrests, prevention efforts, education programs, and completion rate.

Drug Search of Facilities

A request to use dogs for a drug search in an area technology center is not legal without a search warrant or consent of the school principal. Although local boards own area center facilities operated by the Department for Technical Education, local law enforcement officials should either obtain the principal's consent or a search warrant. For further advice on this procedure, contact the Department for Technical Education and /or Office of General Counsel, Education Cabinet.

Earthquake Procedures

Each area technology center shall have one Drop and Cover earthquake drill per year during the months of March or April. Documentation of the drill must be kept on file (**See Form, Tornado & Earthquake Drill.**) Students must be informed of the procedures to follow during and after an earthquake. This information should be printed in the student handbook and covered during the orientation process.

Students should be informed of the following:

- Take cover under a table or desk

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- If the table or desk moves, hold the legs and move with it
- Stay under shelter until shaking stops
- Listen for a signal to evacuate the building

The principal and/or school staff should do the following:

- Make a quick assessment of the situation
- Decide whether to evacuate or to call for rescue officials
- Signal an evacuation with whatever means available
- Alert staff to known hazards along route or blocked exits
- Be prepared to respond quickly to injuries, fires, hazardous materials and trauma
- Account for all students
- Calm and reassure frightened/injured students
- Release students only to appropriate adults with help of police and/or appropriate officials, keep record of student releases
- Complete necessary reports

Emergency Desk Guide/Emergency Procedures

The Emergency Desk Guide is a list of emergency telephone numbers that are readily available for staff in case of an emergency. The Emergency Procedures Guide is a reference guide with steps to follow in case of an emergency and is for instructor use only.

The following emergency situations should be covered:

- Accidents
- Child Abuse
- Violent Actions
- Intruders
- Bus or Auto Accident
- Earthquake
- Fire
- Sexual Harassment/Sexual Assault
- Tornado
- Bomb Threat/Found
- Unauthorized Removal of Students
- Drug Overdose
- Racial/Gang Altercation
- Chemical Spill/Hazardous Material Release
- Armed Person

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A list of emergency telephone numbers may be posted in the classrooms/labs, offices, hallways, and other locations in the building for quick reference in cases of emergency. (**See Form, Emergency Telephone Numbers Desk Guide**)

Emergency Eyewash Station Standards

Eyewash stations are required in programs where the eyes or body of any person may be exposed to corrosive materials in accordance with OSHA 1910.151 (d) 3(a). Corrosive materials mean any solid, liquid, or gaseous substance that burns, irritates, or destructively attacks organic tissues, most notably the skin, eyes, and when taken internally, the lungs and gastrointestinal tract.

The following are required guidelines for eyewash stations:

- (1) The eyewash shall have the capability to deliver fifteen (15) minutes of freely flowing water at a comfortable temperature range (15-35 degrees Celsius, or 60-95 degrees Fahrenheit), a maximum inlet pressure of 30 psig, and a minimum flow of 1.5 liters per minute. The flow should be uninterrupted and the water filtered.
- (2) The emergency eyewash shall be accessible in locations that require no more than 10 seconds to reach and shall be within a travel distance no greater than 25 feet from hazard, or in the nearest safe area outside of the release area if the release could pose a further danger.
- (3) The valve shall be designed in such a manner that the water flow remains on without the use of the operator's hands.
- (4) The eyewash unit shall be activated weekly to flush the line and verify proper operation. (**See Form, Emergency Eyewash Activation Test**)
- (5) The weekly eyewash record shall be maintained for the previous twelve (12) consecutive months to verify compliance with testing procedures.
- (6) Each emergency eyewash station shall be identified with a highly visible sign that can easily be comprehended by the reader.
- (7) Instructions on proper usage shall be affixed to the eyewash facility.

Equipment Maintenance

Each teacher shall keep a record of all maintenance completed on equipment assigned to his/her program. The maintenance record should identify the specific piece of equipment, date of inspection, equipment defect, corrective action, and date the equipment was returned to service. The corrective action should note if the repairs were made by a person other than the teacher. **Repairs to equipment should**

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**only be made by the teacher if he/she is certified/qualified to make the repairs.
(See Form, Equipment Maintenance Record)**

Fire Drills

The Kentucky Fire Code requires that ten (10) fire drills be conducted during the school year. Two (2) of the ten (10) must be in the first two (2) weeks of school. Fire drills are conducted for the purpose of training students to exit the building in an organized and expedient manner should an actual fire occur. Evacuation signs must be posted in all classrooms and labs. Students must be given instruction on the proper procedures for exiting and returning to the building and where to assemble once the building is evacuated.

The principal is responsible for maintaining a record of the dates of all fire drills, the time the alarm sounded, the time it took to evacuate the building, weather conditions, the number of occupants, and any irregularities noted. **(See Form, Fire Drill Record)**

Fire Extinguisher Training

According to OSHA regulation 20 CFR 1910.157 Portable Fire Extinguishers, Section (g) (1) where portable fire extinguishers have been provided for employees' use, it is the employers' responsibility to provide training for employees, to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. This training is to be provided upon initial employment and at least annually thereafter, Section (g) (2). All area technology centers are covered by this regulation.

It is the responsibility of the area technology center principal to arrange for training that satisfies these requirements for the school staff. Local fire departments, fire marshals, or a member of the staff who possesses the proper qualifications can provide training. Fire extinguishers shall be checked monthly by designated staff to ensure they are in a fully charged and operable condition.

First Aid Policy

For the protection of any injured person or persons, and to avoid potential for personal or administrative liability, the following shall be set forth and maintained as First Aid Policy:

- Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.

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- In no case shall ointments, salves, disinfectants or oral medicine be rendered except on advice of a physician.
- In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
- First aid kits should be equipped with gauze, bandages, large and small Band-Aids, bottle of peroxide, disinfectant wipes, rubber gloves and other sterile materials required to stop bleeding and cover wounded areas **and placed in each lab/shop area.**
- Fire blankets shall be placed in those areas where the potential for fire and explosion exist. Large shops should have two fire blankets.

Forklift Training

The Occupational Safety and Health Act of 1970 includes a provision that only trained and authorized operators shall be permitted to operate a powered industrial truck. It is the responsibility of the employer to provide training on the proper operation of industrial trucks. Forklifts fall under the category of powered industrial trucks. (OSHA 29 CFR 1910.178) Training is required to clarify the differences in handling between a truck and a car, to develop safe operating habits, and reduce the risk of injury.

The Department for Technical Education recommends that annual training be provided to all employees who operate equipment covered under this OSHA standard and documentation of the training be kept on file in the school office. Information on what is acceptable training is available from the Division of Education and Training, Kentucky Occupational Safety and Health Program, 1047 U.S. 127 South, Suite 4, Frankfort, KY 40601.

General Industry Violations Most Frequently Cited

[http://www.ohsinc.com/osha standards osha regulations frequently cited violations.htm](http://www.ohsinc.com/osha_standards_osha_regulations_frequently_cited_violations.htm)

The following standards have been the most frequently cited violations observed in general industry, as adopted by 29 Code of Federal Regulations (CFR) Part 1910, adopted under the authority of Kentucky Administrative Regulations, 803 KAR 2:300 through 2:320.

REFERENCE	TOPIC
<u>1910.1200(e)(1)</u>	Hazard Communication Written communication plan.
<u>803 KAR 2:310 Sections 1. (2)</u>	Medical Services and First Aid Adequately trained first aid providers and suppliers.
<u>1910.1030(c)(1)(i)</u>	Bloodborne Pathogens Written exposure control plan.
<u>1910.1200(h)</u>	Hazard Communication Employee information and training on hazardous chemicals.
<u>1910.305(b)(1)</u>	Wiring Methods, Components, and Equipment for General Use Unused openings in cabinets, boxes, and fittings were not effectively closed exposing possible live electrical parts.
<u>1910.215(b)(9)</u>	Abrasive Wheel Machinery Adjustable peripheral guard on bench grinders
<u>1910.157(g)(1)</u>	Portable Fire Extinguishers Employee education program on general principles of fire extinguishers and Class II hoses.
<u>1910.1030(g)(2)(i)</u>	Bloodborne Pathogens Employee training.
<u>1910.157(g)(3)</u>	Portable Fire Extinguishers Employee training for employees designated to fight incipient stage fires
<u>803 KAR 2:310 Sections 1. (4)</u>	Medical Services and First Aid Emergency eyewash and shower that meets the specifications of ANSI Z-358.1-1990.
<u>1926.500(d)(1)</u>	Floor and Wall Openings Guarding of open-sided floors, platforms, and runways.
<u>1926.651(K)(1)</u>	Evacuations, General Requirements Daily inspections of excavations, adjacent areas, and protective systems by a competent person.
<u>1926.451(d)(10)</u>	Scaffolding, Tubular Welded Frame Guardrail and toeboard requirements and specifications.

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1926.25(a)	Housekeeping	Housekeeping on the job site
1926.50(d)(1)	Medical Services and First Aid	First aid supplies on the job site.
1926.102(a)(1)	Eye and Face Protection	Eye and face protection provided and/or used.
1926.404(f)(6)	Wiring Design and Protection	Grounding path for electrical equipment.
1926.405(a)(2)(iii)	Wiring Methods, Components and Equipment for General Use	Means provided to prevent other than authorized and qualified personnel from live electrical parts.
1926.51(a)(1)	Sanitation	Adequate supply of portable water.
1926.95(a)	Personal Protective Equipment	Personal protective equipment maintained in a sanitary and reliable condition.
1926.405(a)(2)(ii)(e)	Wiring Methods, Components, and Equipment for General Use	Protection of temporary lighting from accidental contact or breakage.

Hazardous Communications Program

The Hazardous Communication Standard (often referred to as HazCom) was enacted in November 1983. The standard established rules for all workplaces covered by OSHA. The standard requires that information on hazardous chemicals be communicated to all employees.

Program Requirements:

- (1) A written hazardous communications program must be in place for the safety of all employees.
- (2) Material Safety Data Sheets (MSDS) must be made available by chemical manufacturers and distributors to the employer. The employer is responsible for making them available to employees. In area technology centers, the teacher is responsible for providing instruction to students on the proper use and health hazards of chemicals used in the program.
- (3) Containers must be labeled so employees can handle chemical safely. Protective equipment must be worn when chemicals may cause a

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health hazard or physical hazard. Chemicals that are not in the original container must be properly labeled.

- (4) A complete inventory of all chemicals must be prepared and available.
(This inventory must be kept current.)
- (5) All employees must be trained annually to recognize and safely handle all chemicals at work. Training must be provided on how to read and interpret an MSDS and label. Students in area technology centers must receive the same annual training as employees. Documentation of the training must be kept on file in the school.

Hazardous Waste Disposal

All hazardous waste materials must be stored in labeled containers. Area technology centers are classified as limited quantity generators (businesses that generate less than 220 pounds of hazardous waste per month) and may be able to dispose of hazardous materials such as mercury containing fluorescent light bulbs on site. The safest method to dispose of hazardous waste is with a company who will supply and remove solvents and other waste. In all cases, good records must be kept for your protection.

Used Motor Oil Recovery and Disposal

Waste oil must be properly stored in labeled containers. All hazardous waste must be disposed of in accordance with EPA regulations (not to exceed 28 gallons liquid or 200 kg, in any given month). A log to record the amount of oil added to the container must be maintained. **(See Forms, Used Motor Oil Recovery and Disposal)** Antifreeze cannot be added to used oil. Transmission fluid, rear end grease, hydraulic fluid, and brake fluid may be added. Each item must be logged in as such. If oil spills occur while placing used fluids in the container, use Oil Dry or other cleaning compound to clean up the spill and place the residue in a garbage container. Once the container is filled, a used oil hauler shall be contacted to remove the oil. Receipts for all oil picked up shall be filed in the school office along with the log.

Used Oil Filters

To dispose of used oil filters, drain the oil and place it in a waste oil container for storage and eventual recycling. Drain oil filter into waste oil container and store used filter in a metal drum for recycling pickup.

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Antifreeze

Antifreeze should be stored in a labeled plastic container for recycling. Do not mix with used oil.

Mercury Containing Light Bulbs

Mercury containing light bulbs can be disposed of in a dumpster or at a local landfill as long as the quantity does not exceed 220 pounds per month and the landfill is willing to accept them.

Refrigerant Recovery

The 1990 Federal Clean Air Act requires that refrigerants used in mobile and stationary systems be recovered. Technical teachers who do live work on equipment containing refrigerants must have recycling recovery equipment in their program or have access to it.

Willful venting of CFC's and HCFC's into the atmosphere is strictly prohibited by the enforcement provision of the Clean Air Act, which carries very stiff penalties for violation.

Lockout/Tagout Procedures

OSHA has established a lockout/tagout standard (29 CFR 1910.147) that helps to safeguard workers from hazardous energy while performing maintenance on machines and equipment. The standard, which went into effect on January 2, 1990, states that equipment must be turned off and disconnected from the energy source prior to servicing. In addition, it further requires employers to develop written lockout/tagout procedures (**See Form, Lockout/Tagout Procedures**), provide training to all employees who could be injured and to carry out periodic inspections (at least annually) to ensure that the energy control procedures are implemented properly.

Lockout

- Lockout means bringing machinery to zero energy by locking out the power.
- Each teacher should have an assigned lock, key and lockout device. No two keys should fit the same lock.
- Notify persons using the machinery that it will be worked on.
- Turn electrical power off and attach assigned lockout device.

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- Place appropriate warning sign at the controls indicating that work is being performed on the machinery.
- Be sure to wear protective equipment goggles, safety glasses, steel-toed shoes, etc.
- Check to make sure the power is off and all moving parts of the machinery have come to a complete stop.
- When work is completed, make sure work area is cleaned up and guards are replaced on machinery.
- When inspection is complete, remove lockout device.
- Test machinery for proper operation.

Tagout

- If equipment cannot be locked out, then it must be tagged out.
- A tagout device is a warning device that takes the place of a lock without providing physical restraint.
- Tags must clearly identify the employee who applied them, and must not be removed except by the person who applied it.
- Tags must be readable and understandable and must warn against the hazardous conditions that will result if energy is restored to the machinery.
- Most tags have legends such as DO NOT START, DO NOT OPEN, DO NOT OPERATE, DANGER, etc.
- Tags must be made of materials that can withstand environmental conditions.
- Tags must be secured to energy-isolating devices so that they cannot be detached accidentally while in use.

Each area technology center principal shall designate and document one individual in the facility to be the authorized person for lockout/tagout. The principal shall observe and document the designated individual performing lockout/tagout at least annually. Each teacher must maintain a record of machinery and equipment that falls under the requirements of lockout/tagout. (See Form, Lockout Equipment Listing)

Maintenance and Security of Facilities and Equipment

The school principal is responsible for preventive and continuous maintenance of the facility, equipment, and school grounds. Maintenance and repair of the building is the responsibility of the local school district that owns the facility. All maintenance and repair needs shall be reported in writing to the appropriate local school district staff.

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Security of the facility and equipment must be maintained at all times. Signs directing visitors to the front office to check in should be posted on all entrance doors to the facility. Classrooms and laboratories must be locked when classes are not in session and the teacher is not present. Equipment shall not be removed from the facility unless approved for live work or off campus project. The school principal must be notified when equipment is removed for approved activities.

Medications

School personnel do not dispense medication of any type. A student who takes prescription or over the counter medication must have written permission on file in the office. Medications must be carried in their original container. If medication is to be taken during school hours, the teacher must be notified. Any drug that is seen and not reported to the teacher will be in violation of school policy. This information shall be communicated to students during the orientation process and included in the student handbook.

Medical and Accident Insurance

In accordance with 780 KAR 2:110, all students enrolled in area technology centers shall have medical and accident insurance coverage during the period of enrollment. The policy shall be a full excess policy, and pay the covered expenses incurred that are in excess of those paid or payable by another plan. Students need to take a copy of the insurance claim to their physician or hospital when seeking medical assistance due to injury while at the technical school.

Monthly Safety Inspections of Shops/Classrooms

Each teacher must establish a program safety committee. The committee shall be made up of the teacher and a minimum of three (3) students. The committee shall be responsible for completing a monthly safety inspection of the shop/classroom using the standard safety checklist. Each time the committee inspects a program; the safety checklist will be completed and copied to the principal. Areas that are found unsatisfactory must be corrected and documentation submitted to the principal along with the safety checklist. **(See Forms, Safety Committee Inspection of Classrooms & Safety Committee Inspection of School and Shops)**

On-Bus Supervision

According to the Kentucky Department of Education legal counsel, it is not necessary for a teacher or administrator to be present on the bus for technical center transportation, as the bus driver is present and responsible for normal supervisory

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responsibilities under 702 KAR 5:080 provided that school personnel (and/or state personnel) will be present at the technical center. Supervision by a qualified member of the technical center staff must be provided to technical training sites off school grounds. 705 KAR 4:050 Section 2 (3).

OSHA 300 Reporting Requirements

Beginning with the 2002 calendar year, the following OSHA reporting forms will be used:

OSHA Form 300 Log of Work Related Injuries

OSHA Form 301 Injury and Illness Report

OSHA Form 300A Summary of Work Related Injuries and Illnesses

All worksites shall maintain an OSHA log for each separate facility/department/school on a calendar year basis (January - December).

All logs and summaries shall be kept for five (5) years following the end of the calendar year to which it relates.

If there is a change in the extent or outcome of a case, the first entry should be lined out and the new information entered.

All injuries must be entered on the log within 6 days after receiving knowledge that a case has occurred. If in doubt whether a case is recordable or not, it is recommended that all cases be logged, regardless of recordability. This serves as a reference/tracking document and, in addition, an injury may not be recordable at first but may turn recordable at a later date. It is important that all information is on the logs and the IA1 reports are legible.

There are strict penalties for not complying with federal regulations regarding the posting of logs and maintaining of OSHA files. Some states locations have been fined thousands of dollars for non-compliance.

In cases of an OSHA inspection, the compliance officer will ask to review the log for the previous year and may ask to review the current year's log. Employers must provide records to an OSHA compliance officer who requests them within 4 hours.

To report an injury/illness, call the State Personnel Cabinet, Office of Worker's compensation at 502/564-6847 and report the incident, log the incident on the 300 Form and retain in your files until December 31 of the reporting year.

Area technology center principals should take the following steps when reporting:

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- All state employee work-related injuries, illness and fatalities must be called in immediately to the Personnel Cabinet/Office of Worker's Compensation by the injured/ill person's supervisor.
- The electronic copy of the First Report of Injury Form IA-1 generated by Worker's Compensation will be forwarded to the Department of Labor, the supervisor, and the appropriate ABO payroll officer.
- The supervisor obtains the signature of the injured employee (back side of IA-1 First Report of Injury or Illness Report) which relates to fraudulent claims and mails to Worker's Compensation at the following address:
Worker's Compensation Branch, Cabinet for Personnel, Suite 511, 200 Fair Oaks Lane, Frankfort, KY 40601.
- The hard copy of the IA-1 is to be kept on file (not in a personnel file) at the worksite and the information recorded on the OSHA Form 301 and 300 Log.
- At the end of the calendar year, the OSHA 300A (summary of work-Related Injuries and Illnesses) will be completed by each ATC using the information from the OSHA 300 Log.
- The OSHA 300A summary form is to be posted in a public location in your school from February 1 to April 30.
- At the end of the calendar year, each school will forward a copy of the OSHA 300 Log and OSHA 300A Summary to the Administrative Business Office. The ABO will forward this information to the Director, Division of Administrative Services, Frankfort, KY.

Pagers

A student in a public school shall not possess a paging device while on school property or while attending school-sponsored or school-related activities on or off school property. The teacher or principal shall confiscate paging devices found in the possession of a student. Paging devices means a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Students in violation will be subject to disciplinary action.

Preventing Injuries

The safety of students in an area technology center is the responsibility of the principal and program teacher. Since public schools are considered to be State agencies, they cannot be sued for damages in the case of an accident or injury to a

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pupil without the consent of the State. However, the teacher may be sued for damages by parent or guardian of an injured student if it can be shown that the pupil's injury was due to negligence of the teacher. The teacher should be alert to his/her responsibilities so they may protect the student from injury, thus avoiding possible future legal action.

Negligence is the failure to act as a reasonably prudent and careful person under the circumstances of the situation. Authorities on school law say that an instructor could be considered negligent if any of the following conditions exists when an accident or injury to a student occurs:

- (1) The teacher is absent from the classroom/shop while students are present.
- (2) The teacher leaves the classroom/shop with an unqualified teacher in charge.
- (3) Students are permitted to use unauthorized equipment in the school.
- (4) Students are permitted to work in the classroom/shop other than during the regularly scheduled periods, or hours, and especially without supervision.
- (5) Permitting students not enrolled in the school to use any type of equipment.
- (6) Students being sent out of the shop/classroom to perform hazardous jobs.
- (7) Permitting students to use power equipment without having given them instructions as to the proper and safe use of the equipment.
- (8) Allowing students, especially prone to accident, to use power driven machines and tools.
- (9) Allowing students with physical or mental handicaps to use inappropriate tools and equipment.
- (10) Failure to keep written reports of every accident occurring in the program regardless of the extent of the injuries involved or failure to get written statements from witnesses of accidents.
- (11) Permitting students to use machinery without the standard safety equipment, guards, or safety devices such as protective equipment, goggles, safety glasses, etc.
- (11) Failure to administer safety tests and to retain satisfactorily passed tests of students injured in accidents.
- (12) Allowing students to operate equipment with safety devices that are not approved by the manufacturer.
- (13) Using self-made equipment or devices for instructional purposes, which result in injury to students.
- (14) Failure to provide necessary supervision to students while assigned to a program.
- (15) Permitting students to work on equipment or perform tasks that are not related to the instructional program.

Respirator Plan/Protective Breathing Devices (OSHA 1910.134)

Students who are enrolled in a program, which provides instruction in tasks requiring the use of protective breathing devices, shall have on file a physician's statement of assurance that the individual is physically able to perform the tasks in the program requiring the use of protective breathing devices. The teacher must also have on file a physician's statement of assurance. **(See Form, Physician's Statement Regarding the Use of Protective Breathing Devices)** The Federal Occupational Safety and Health Standard is state law and is quoted as follows:

Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respiratory user's medical status should be reviewed periodically (for instance, annually).

A written respirator program must be on file for all programs requiring protective breathing devices.

Program Elements:

- (1) The teacher will develop detailed written standard operating procedures governing the selection and use of respirators, using NIOSH Respirator Decision Logic as a guideline. Outside consultation, manufacturer's assistance, and other recognized authorities will be consulted if there is any doubt regarding proper selection and use. These detailed procedures will be included as appendices to the respirator program. Only the instructor can amend these procedures.
- (2) Respirators will be selected on the basis of hazards to which the user is exposed. All selections will be made by the teacher. Only MSHA/NIOSH-certified respirators will be selected and used.
- (3) The user will be instructed and trained in the proper use of respirators and their limitation on an annual basis or more frequently if indicated. Students will be so instructed by the teacher. Training should provide the student an opportunity to handle the respirator, have it fitted properly, test its face piece-to-face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including

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- demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.
- (4) Where practicable, the respirators will be assigned to individual students for their exclusive use.
 - (5) Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one student will be cleaned after each day's use, or more often if necessary.
 - (6) The central respirator cleaning and maintenance facility will store respirators in a clean and sanitary location.
 - (7) Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use such as self-contained devices will be thoroughly inspected at least once a month and after each use. Inspection for SCBA breathing gas pressure will be performed weekly.
 - (8) Appropriate surveillance of work area conditions and degree of user exposure or stress will be maintained.
 - (9) There will be a regular inspection and evaluation to determine the continued effectiveness of the program. The teacher will make frequent inspections of all areas where respirators are used to ensure compliance with the respiratory protection programs.
 - (10) Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. A physician will determine what health and physical conditions are pertinent. The respirator user's medical status will be reviewed annually.
 - (11) Certified respirators will be used.
 - (12) Sign-off sheet will be required by adult students and parents of minors before the use of a respirator will be permitted.

The respirator program should be evaluated annually with program adjustments made to reflect the evaluation results. **(See Form, Respirator Program Evaluation Checklist)**

NOTE: Rule of thumb to use regarding paper dust masks qualifying as a respirator. If the paper mask has two of the rubber bands attached, consider it a respirator; therefore it will fall in the respiratory category and subject to the respiratory guidelines. Paper dust masks with one rubber band attached will not be subject to the regulations.

Safety Committee Meetings

The school-wide safety committee shall meet a minimum of four (4) times per school year to discuss safety issues and make recommendations concerning the school. Documentation of the meetings must be on file in the school. Copies of

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minutes shall be distributed to all employees in the school. Actions taken as a result of recommendations must also be on file in the school. (**See Form, Employee Safety Meeting Training Record**)

Safety Dress Requirements

Students must dress in accordance with specific safety regulations established by the teacher in each technical program. It is essential that all safety precautions be taken and additional precautions may be required depending on the technical area. The following is a list of essential safety practices:

- Helmets must be worn when head protection is required.
- Safety glasses must be worn by students and teachers at all times in the shop area.
- Special care must be taken when operating equipment and/or using chemicals.
- Shop and lab clothing must be cleaned frequently.
- Student's hair length must not pose a safety hazard; if hair is long, it must be contained under an approved head covering.
- Loose and flowing clothing or dangling jewelry shall be avoided in shops equipped with moving or turning power equipment.
- Gloves and safety glasses must be worn by all Health and Human Services students when in direct contact with body fluids.

Safety Instruction

Each student is required to study general safety rules in his/her technical program. Specific safety instruction shall be provided to all students by the program teacher. Prior to operating any equipment, machinery, or tools, each student will be required to pass a written examination and demonstrate safety procedures. Documentation that each student has passed safety tests must be kept on file in each program area. In all cases, a student must have the teacher's permission and be supervised while operating power equipment. A student who violates or fails to adhere to any school safety rules will be subject to disciplinary action. (**See Form, Statement of Safety Instruction**)

Safety Signs

The following is a suggested list of safety signs that may be posted in the shop/classrooms to emphasize the importance of good safety practices:

1. Auto Lift Safety

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2. DANGER Hands and Fingers
3. DANGER High Voltage
4. Ear Protection Required
5. Electricity Shop Safety Rules
6. Electric Welding Safety
7. Emergency Eyewash
8. Emergency Eyewash Instructions
9. EXIT
10. Fire Extinguisher
11. Machine Lockout
12. Metal Shop Safety Rules
13. Oxyacetylene Safety
14. Protective Eyewear Required
15. Universal Precautions
16. Unlawful possession of a weapon .
17. Wear face shield (battery charger)
18. Wear face shield (charging station)
19. Wood Shop Safety Rules
20. NOT AN EXIT
21. Asbestos
22. Compressed Air
23. Do Not Start
24. Out of Order
25. Warning-This Machine Will Coast—
26. Visitors Report to Main Office Before Entering Shops/classrooms
27. Hazardous Materials in Use

Safety Publications

Each principal shall have resource information available in the school to ensure that the school is complying with all federal and state requirements. The Kentucky Labor Cabinet, Division of Education and Training, has available a variety of publications and forms relating to safety, wage and hour laws, child labor laws, wage discrimination, general industry standards, and construction standards at no cost. Instructional and informational publications are also available. There is a limit of one per publication per order. (**See Form, Publication Request Form** Labor Cabinet & OSHA)

Safety Training

Each principal shall have a safety-training program that includes a general safety orientation for all staff at the beginning of each school year. Training must be provided and documented in the following areas:

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- First Aid Training
- Employee Fire Extinguisher Training
- Lockout/Tagout
- Bloodborne Pathogens
- Asbestos Training
- Emergency Plans and Fire Prevention
- Hazardous Communications
- Forklift Training
- Respirator Training
- Other Training as Identified
(See Form, Safety Training Documentation)

Semi-Annual Safety Inspections

The school principal is responsible for establishing a safety committee for the school. The committee shall consist of three (3) teachers and three (3) students. The safety committee will be responsible for making semi-annual safety inspections of the total facility including each classroom/laboratories. The inspections must be completed by June 1 and December 1 of each calendar year.

The semi-annual safety inspection shall be completed using the Safety Inspection Booklet which has its basis in safety and health standards of the Kentucky Occupational Safety and Health Program. (See Form, Safety Inspection Checklist Semi-Annual) The checklist is designed in such a manner that a negative answer to any question indicates a safety concern. The school principal and school safety committee should review all items answered **NO** to determine what corrective action must be taken.

A certification of the semi-annual safety inspection shall be forwarded to the Safety Section, Department for Technical Education, Capital Plaza Tower, 20th Floor, 500 Mero Street, Frankfort, KY 40601.

Severe Weather Emergency Plan

Each school must have a severe weather emergency plan. Guide for Developing a Severe Weather Plan for Kentucky TECH Schools was prepared by the Kentucky Division of Disaster and Emergency Services and National Weather Service Offices in Kentucky to assist school personnel in developing this plan.

Sickness/Accident Plan

The following steps should be followed:

- (1) Administer first aid as required (call ambulance if necessary). First aid provider must be first aid trained and certified. Injured persons are not to be transported in private auto by school personnel or state vehicle.
- (2) Notify school principal.
- (3) Secure the area for inspection by the Frankfort safety unit. This is the procedure to be used when accidents are severe enough in nature to cause or could cause loss of life or limb. All other accidents are to be reported and detailed on the current accident reporting form.
- (4) Secure the name of any witnesses available; if possible, make photos of the accident scene.
- (5) Complete the current accident reporting form as soon as possible after first aid is provided and victim and/or area is secured.

Signs Required in ATC's (Federal/State)

The following signs are required to be posted in public/employee accessible locations in area technology centers:

- Fair Employment
- Minimum Wage
- Public Accommodation
- Child Labor Law
- OSHA Job Safety and Health Protection
- Unemployment Insurance
- Equal Employment Opportunity
- Employee Polygraph Protection Act
- Family and Medical Leave Act

Smoking Policy

The Goal 2000: Educate America Act, known as the Pro-Children Act of 1994 prohibits smoking within buildings which house programs providing education services to children. The term children means individuals who have not attained the age of eighteen (18).

The prohibition specifically states:

No person shall permit smoking within any indoor facility owned or leased or contracted for a utilized by such person for provision of regular or routine kindergarten, elementary, or secondary education or library services to children.

The law mandates that the prohibition shall be effective December 26, 1994, which is 270 days after the date of the enactment of the Goals 2000: Educate America Act.

The law states that any failure to comply with the prohibition is a violation of this law and any person subject to the prohibition who commits a violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 per day each day a violation continues. The total amount of liability is not to exceed the amount of federal funds received for the year in which the continuing violations occurred.

This law affects the schools in the Kentucky TECH System. This federal law also supersedes the state law that permits designated smoking areas. Effective December 26, 1994, the following shall be the policy for all schools within the Kentucky TECH System:

There shall be no smoking within any indoor facility owned or leased or contracted for and utilized by Kentucky TECH Schools for the provision of providing education or training services.

This policy shall cover both students and all employees of all Kentucky TECH Schools.

Tornado Drill

Each school must have on file a Tornado Survey Checklist. The checklist identifies critical facility information and the communication system available to notify staff and students of a weather alert. **(See Form, Tornado Survey Checklist)** All schools shall document one tornado drill annually. **(See Form, Tornado & Earthquake Drill)**

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Record) Students shall be provided information during orientation on what the correct procedures to follow are in the event of an actual tornado. Whether the school administrator retains students and staff in the building or evacuates will depend upon the advice of the police department, fire department, and local Office of Emergency Management instructions. Staff and students should be directed to the designated shelter area if it is necessary to remain in the building. Once in the sheltered area, everyone should sit facing the interior wall with knees and head down, hands covering face and head. Staff and students should remain in the shelter area until instructed to move.

Visitors

A visitor is any person who is not a regular school employee or a student at the area technology center.

The following regulations will be followed in regards to visitors at the center:

- (1) All visitors must first register in the office before entering shops/classrooms. (See Form, Visitor Sign In Sheet)
- (2) Visitors will be issued a Visitor's Pass when permitted to enter shops/classrooms.
- (3) Visitors will be required to exit the building through the office and sign out.
- (4) Students are not allowed to bring a visitor to the area technology center without prior approval of the area technology center principal.
- (5) Visitors shall not be permitted to enter shops/classrooms during instructional time without permission from the area center principal.

Weapons on Campus

This policy applies to students, staff members, and visitors to the school.

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the carrying of concealed weapons on school property is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination of employment.

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Violation of this policy by students shall require that the principal immediately: make a report to the principal of the sending high school and to the Commissioner for Technical Education's office in Frankfort. In addition, when there is reasonable belief that a violation has taken place, the principal shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a weapon in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Federal Requirement

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the local district shall be expulsion for a minimum of twelve months.

Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Exceptions

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

State Posting Requirements on Weapons

The following notice shall be posted in prominent locations in the school. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

**UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL
PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY
A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN
THOUSAND DOLLAR (\$10,000) FINE.**

State Reporting Requirements on Weapons

Employees of the school shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

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For state reporting purposes, a deadly weapon shall be defined as: (KRS 500.080 Definition of Kentucky Penal Code) Kentucky Unsafe School Choice Option Definitions

- (1) any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
- (2) any knife, other than an ordinary pocket knife;
- (3) billy, nightstick or club;
- (4) blackjack or slapjack;
- (5) nunchaku karate sticks;
- (6) shuriken or death star; or
- (7) artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct requiring reporting shall report the conduct in the same manner as stated above.

Workplace Violence Policy

The Education Cabinet is committed to providing a safe and secure environment for its employees and customers. Acts of violence such as physical assault, threatening behavior or verbal abuse in facilities operated by the Cabinet will not be tolerated.

Employees that engage in acts of violence shall be subject to disciplinary action up to and including dismissal. In the event that an individual's (employee or customer) actions are perceived to endanger the safety and well-being of any employee or customer, appropriate law enforcement agencies including building security, police departments, county sheriffs, and state police and supervisory personnel should be notified immediately. Refer to Emergency Procedures Desk Guide.

Other acts of violence that are of a less threatening nature should be promptly reported to supervisory personnel. Use of the Violent Incident Report Form is recommended. **(See Forms, Violent Incident Report)**